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|----------------------|-------------------------|------------------------|-------|
| <b>EXEMPT (Y/N):</b> | No                      | <b>JOB CODE:</b>       | CSC   |
| <b>DEPARTMENT:</b>   | Sheriff's Office / Jail | <b>CLASSIFICATION:</b> | 131   |
| <b>SUPERVISOR:</b>   | Corrections Sergeant    | <b>SALARY RANGE:</b>   | Tech  |
| <b>UNION (Y/N):</b>  | Yes                     | <b>LOCAL:</b>          | CCDSA |

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**GENERAL STATEMENT OF DUTIES:** Provide support to Corrections Deputies in maintaining the security and welfare of inmates in the Columbia County Jail. Work involves monitoring and operating the automated security system, maintaining jail records, processing warrants and summonses, and operating various types of office equipment. Ensure control of jail security through voice and automated locking devices. Differentiated from Corrections Deputy by the lack of daily physical contact with inmates. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Perform surveillance within the jail security areas. Observe, record and control inmate movements within the jail. Operate complex computerized security system.

Control public access to the jail. Operate the computerized security system and door control panel. Monitor fire and other alarm systems. Immediately report problems to the appropriate authority.

Monitor complex public safety radio frequencies. Operate and monitor consoles. Serve as the central point of contact for all internal communications from officers on mobile radios, telephones or intercoms.

Complete and distribute fingerprint cards. Process a variety of records, including warrant verifications and clearances, summonses, booking records, other records required by statutory mandate and other legal documents from other criminal justice agencies to maintain a complete jail records system. Classify, file and retrieve reports and documents. Perform associated data entry.

Schedule, process and document inmate visitors.

Maintain inventory control of equipment and keys. Sign equipment and keys in or out.

Maintain logs and records of shift activities and security requirements.

Answer telephones, keep records, prepare statistical reports and records, and receive and respond to inquiries from the general public or other law enforcement agencies for information or services.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of other employees is not a normal responsibility of this position.

**SUPERVISION RECEIVED:** Work under the direct supervision of the Corrections Sergeant who assigns and evaluates work for conformance to established procedures and methods.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school graduate, preferably with additional training in the field of law enforcement. Preference given for work experience in a correctional setting. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of, or ability to obtain within six (6) months of employment. Law Enforcement Data System Certification. Possession of, or ability to obtain within three (3) months of employment, a current first aid/CPR card. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be free of criminal convictions which would affect the ability or perception of the ability to perform this position.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of the function, organization, purpose and procedures of a correctional facility. Knowledge of record keeping procedures and general office practices.

Familiarity with computers systems and their use. Skill in typing and accurate data entry.

Ability to remain calm and rational in a high stress environment. Ability to prioritize and use common sense to make decisions during emergency situations. Ability to operate variety of telecommunications and other computerized equipment. Ability to maintain confidentiality of sensitive information encountered. Ability to prepare accurate and complete reports. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position involve the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Requires long periods of standing, walking and sitting.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires work in a 24-hour per day, 7 day a week correctional facility. Must be able to work with rotating shift schedules and work stations. This includes working day, swing and night shifts, weekends, holidays and overtime as required. Daily indirect contact with inmates and indirect interaction to diffuse aggression. May receive physical injuries and may possibly be exposed to hazards and risks which accompany exposure to inmates.